



Representative application form

The Seneca IHT Service



Important information

Before you invest

We recommend that you seek advice from your Financial Adviser before making an investment. Your adviser should make sure that you have received a copy of both the Information Memorandum and the Terms and Conditions for our IHT Service, along with a copy of the Custodian's Terms of Business. Copies can be downloaded from our website or requested from our Client Relationship Team. You should only make an investment once you have read and understood each of these documents.

Other application forms

This application form is designed for a representative investing in the Seneca IHT Service on behalf of the person they represent (for example under a Power of Attorney). We have other application forms available for investments from individuals and trustees.

Completing this application form

Please answer all of the questions in the appropriate sections (see page 3). If your application form is incomplete, it may result in delays in processing it.

Verifying your identity

We and our Custodian are required to verify your identity as the representative and, where possible that of the donor before accepting an investment from you. We will attempt to do so electronically but if we are unable to do so, we will require you to provide us with two forms of identification, as detailed on page 15. If you are an existing investor with us, we may not need to do this.

We will also need sight of the original Power of Attorney document or be provided with a first generation copy, certified on every page. (Please see page 15 for further information).

Paying for your investment

If paying by cheque, please make it payable to **"WCSL Seneca IHT Client Acc"** and enclose it with your application form. If paying by bank transfer, please make your payment to:

Account Name: WCSL Seneca IHT Client Acc

Sort Code: 80-20-00

Account Number: 10420565

Reference: The Donor's surname followed by initial(s)*

*For example, John Edward Smith would be "Smith JE".

Please note that we cannot invest your money until we have received and accepted your application.

Completed applications should be sent to:

Woodside Corporate Services Limited
4th Floor
50 Mark Lane
London
EC3R 7QR

Alternatively, if you are investing by bank transfer, you can send your application by email to applications@woodsidesecretaries.co.uk rather than posting it. Please note that we can only accept scanned applications emailed by you (from your email address provided on your application form) or your financial adviser. Please note that photographs of application forms cannot be accepted.

You can contact our Client Relationship Team on **01942 271746** or at clientteam@senecapartners.co.uk

Seneca Partners Limited is authorised and regulated by the Financial Conduct Authority and is the Manager of the Seneca IHT Service.

How to complete this form



The following checklist is designed to help make sure that you complete the application form correctly and provide all of the information we need in order to process it.

Even if your Financial Adviser has advised you that the investment(s) you are applying to is suitable for you, the Financial Conduct Authority expects us to ensure that any investment you make with us is appropriate.

	<i>Tick When Complete</i>
Please complete section 1	<input type="checkbox"/>
To invest in our IHT Service, please complete section 2	<input type="checkbox"/>
If you want us to pay a fee to your Financial Adviser, please complete and sign section 3	<input type="checkbox"/>
Please complete and sign section 4	<input type="checkbox"/>
Only complete section 5 if required (<i>please see section 1</i>)	<input type="checkbox"/>
If applicable, please ask your Financial Adviser to complete sections 7 and 8	<input type="checkbox"/>

Keeping up to date



Would you like to receive the following?

	<i>Please tick</i>
Onside Magazine (Seneca's business magazine)	<input type="checkbox"/>
Periodic news, updates and offers from the Seneca Group	<input type="checkbox"/>

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Section 1 Donor's details

Title		
Forename(s)		
Surname		
Permanent Residential Address		
	Postcode	
Time at current address		

If you have lived at your current address for less than 3 years, please provide details of all addresses you have lived at in the last 3 years. If there is insufficient room, please continue on a blank piece of paper and include it with this form.

Previous Address		
	Postcode	
Time at previous address		

Correspondence should be sent to?	<input type="checkbox"/>	<input type="checkbox"/>
	Donor	Representative

Correspondence email address:	
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This email address will be used to assist setting up your access to our secure Online Portal from where you will be able to view your investment and download quarterly valuations. If you would prefer we sent these quarterly valuations to you in the post, please tick here.	<input type="checkbox"/>
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Date of Birth		
City / Town and Country of Birth		
National Insurance No.		
Of which Country(ies) are you a tax resident? (e.g. UK)		
For each, please provide your tax reference number (e.g your UTR for the UK)		
Do you hold British nationality?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold any other nationality?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If "Yes", please provide further details:

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Have you been advised to make this investment by a Financial Adviser?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please ask them to complete Section 7 on page 16.

If no, please complete Section 5 on page 14.

Donor's employment

What is your occupation?	
If you are retired, what was your occupation?	
Do you hold any relevant financial or professional qualifications? (e.g. CFA, CPA, ACII, etc.)	

Are you subject to any investment restrictions? If so, please give details: (e.g. You may be an accountant, lawyer or other professional person who is subject to restrictions preventing you from making investments in client companies).

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Donor's financial position

What is your annual gross income?	
What is your main source of income? (e.g. earnings, pension, investment income).	
How much equity do you have in your main residence?	
How much are your other investments worth (net of any loans secured on them?).	

Donor's knowledge and experience

For each of the following types of investments, please would you indicate how many years you have been making investments and give an indication of the amount you currently hold in each?

Investment Type	No of years experience?	Amount invested
EIS or VCT		
Other Tax Schemes (e.g. EZTs or film schemes)		
Inheritance Tax Planning		
Private Equity		
Commercial Property		
Individual shares in large quoted companies (e.g. FTSE 350 and FTSE 250)		
Individual shares in smaller quoted companies (e.g. FTSE 350 and below)		
Individual shares in AIM quoted or unquoted companies		

Representative's details

Title

Forename(s)

Surname

Permanent Residential Address

Postcode

Time at current address

If you have lived at your current address for less than 3 years, please provide details of all addresses you have lived at in the last 3 years. If there is insufficient room, please continue on a blank piece of paper and include it with this form.

Previous Address

Postcode

Time at previous address

Date of Birth		
City / Town and Country of Birth		
National Insurance No.		
Of which Country(ies) are you a tax resident? (e.g. UK)		
For each, please provide your tax reference number (e.g your UTR for the UK)		
Do you hold British nationality?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold any other nationality?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If "Yes", please provide further details:

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Have you been advised to make this investment by a Financial Adviser?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please ask them to complete Section 7 on page 16.

If no, please complete Section 5 on page 14.

Representative's employment

What is your occupation?	
If you are retired, what was your occupation?	
Do you hold any relevant financial or professional qualifications? (e.g. CFA, CPA, ACII, etc.)	

Are you subject to any investment restrictions? If so, please give details: (e.g. You may be an accountant, lawyer or other professional person who is subject to restrictions preventing you from making investments in client companies).

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Representative's knowledge and experience

For each of the following types of investments, please would you indicate how many years you have been making investments and give an indication of the amount you currently hold in each?

Investment Type	No of years experience?	Amount invested
EIS or VCT		
Other Tax Schemes (e.g. EZTs or film schemes)		
Inheritance Tax Planning		
Private Equity		
Commercial Property		
Individual shares in large quoted companies (e.g. FTSE 350 and FTSE 250)		
Individual shares in smaller quoted companies (e.g. FTSE 350 and below)		
Individual shares in AIM quoted or unquoted companies		

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Section 2 Your investment

The minimum investment into the Seneca IHT Service is:
£25,000 (for your first investment) and £25,000 (for any subsequent investments).

How much do you wish to invest? (Your Subscription)	
What is the source of this subscription? (e.g. capital gains, savings, earnings)	

How would you like your money invested?

	<i>Please tick</i>
100% for growth	<input type="checkbox"/>
75% for growth, 25% for income	<input type="checkbox"/>
50% for growth, 50% for income	<input type="checkbox"/>
25% for growth, 75% for income	<input type="checkbox"/>
100% for income	<input type="checkbox"/>

If paying by cheque, please make it payable to "WCSL Seneca IHT Client Acc". If you have selected to invest some or all of your investment for income, any income payments will be paid to the bank account on which your cheque is drawn.

If paying by bank transfer, please make your payment to:

Account Name: WCSL Seneca IHT Client Acc
Sort Code: 80-20-00
Account Number: 10420565
Reference: Investor's surname followed by initial(s)*

*For example, John Edward Smith would be "Smith JE".

If you have selected to invest some or all of your investment for income and are paying by bank transfer, please enclose a copy of a recent bank statement. Any income payments will be paid to that bank account.

In either case, payment must be drawn from the donor's bank account or an account in the name of the representative in their capacity as a representative of the donor. Please note that we cannot invest your money until we have received and accepted your application.



The donor's investment objectives

Based on what you currently know, will the donor need access to some or all of the capital being invested in the next 2 years?

Yes

No

Do you understand that, if you make a withdrawal from your investment, you may lose any IHT relief on the amount withdrawn, even where this investment has been held for more than 2 years?

Yes

No

The donor's attitude to risk

Any capital you invest in the Service is at risk and you may get back less than you invest. Are you comfortable making an investment on this basis?

Yes

No

Do you understand the high risk nature of investing in the shares of unquoted companies (as detailed in the Information Memorandum) and that these shares can be difficult to sell quickly and for full value?

Yes

No

Are you looking for your investment to provide you with an income?

Yes

No

If you are looking for income, do you understand that there is no guarantee that the Service will pay the expected income each quarter?

Yes

No

Is the donor able to comfortably meet their regular financial commitments, even if your investment in the Service lost all of its value?

Yes

No

Section 3

Payments to your financial adviser

You can ask us to pay certain fees to your Financial Adviser. Please note that doing so will reduce the value of your Investment. Please indicate the amount(s), not percentage, you would like us to pay, if any.

Initial ("one off") Advice Fee

The maximum amount we can facilitate is 3% of your Subscription (see page 7) plus VAT. This amount will be deducted from your Subscription and paid to your Financial Adviser (as detailed on page 15). This amount will not be available for investment nor benefit from any tax reliefs.

£

Annual ("ongoing") Advice Fee

The maximum amount we can facilitate is 0.5% of your Subscription plus VAT p.a.

Where you have invested for growth, this will be paid by redeeming sufficient shares from your holding to cover the fee each time it is due. Please note that this may create a tax charge.

Where you have invested for income, this will be deducted from the first dividend payment due to you after the anniversary of your Subscription and annually thereafter. This will reduce the amount of the income you receive in each quarter that this annual deduction is made but will not reduce the amount of Dividend Tax you are due to pay.

£

Bank Payment Fee

Each time an Advice Fee is paid, there is a bank payment fee of £7 + VAT. This fee can be deducted from your investment or from the amount paid to your financial adviser. Please indicate which should apply:

Deducted from
investment

Deducted from amount paid
to adviser

Your authority to pay these fees

I hereby authorise the payment of the Advice Fee(s) stated above and confirm that you should continue to pay the annual advice fees detailed above as they fall due.

Signature

Date

If you wish to cancel your instruction to pay an annual advice fee at some point in the future, you can do so by writing to the **Client Relationship Team, Seneca Partners Ltd, 9 The Parks, Newton-Le-Willows, WA12 0JQ**. Please note that we require at least 14 days notice. In addition, we will cease payment of any future annual advice fees should we be advised that your financial adviser no longer acts for you

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Section 4 Confirmation of your investment

1	I acknowledge receipt of the Information Memorandum for the Seneca IHT Service and can confirm that I have read and understood it.	<input type="checkbox"/>
2	I acknowledge receipt of the Seneca IHT Service Terms and Conditions and can confirm that I have read and understood them and agree to be bound by them.	<input type="checkbox"/>
3	I have read and understood Clause 22 on pages 15 -16 of the Seneca IHT Service Terms and Conditions which details how Seneca Partners Ltd will use my and the donor's personal data and agree to the same.	<input type="checkbox"/>
4	I consent to both the Manager and Custodian making enquiries at a Credit Reference Agency in order to assist verify my and the donor's identities. I understand that the Agency will record any searches made on their files.	<input type="checkbox"/>
5	I acknowledge receipt of the Custodian's Terms and Conditions and confirm that I have read and understood them and agree to be bound by them.	<input type="checkbox"/>
6	I request and authorise you to register this investment in the name of the Custodian and Nominee.	<input type="checkbox"/>
7	I confirm that Woodside Corporate Services Limited shall not be liable to the donor in the event of an insolvency of any bank with which any funds are held by Woodside Corporate Services Limited have been deposited nor in the event of any restriction of the ability of Woodside Corporate Services Limited to withdraw funds from such bank for reasons which are beyond the reasonable control of Woodside Corporate Services Limited.	<input type="checkbox"/>
8	I confirm that the Manager has not offered me any financial or taxation advice and that the Manager recommends that I seek such advice from a qualified third party before making an investment.	<input type="checkbox"/>
9	I confirm that the particulars I have provided in the Application Form are correct and that I will notify the Manager immediately in writing should any of these details change.	<input type="checkbox"/>
10	I confirm that I am applying on behalf of the donor, over 18 years of age and seeking for the donor to benefit from the investment returns and tax planning advantages of making an investment.	<input type="checkbox"/>

Donor's Signature
(optional)

Representative's
Signature (required)

Date

Section 5

High net worth investor statement on behalf of the donor

Please only complete if you have not been advised by a financial adviser to make this investment.

I make this statement so that I can receive promotional communications which are exempt from the restriction on promotion of non-readily realisable securities. The exemption relates to certified high net worth investors and I declare that I qualify as such because at least one of the following applies to me:

- I had, throughout the financial year immediately preceding the date below, an annual **income** to the value of **£100,000 or more**. Annual income for these purposes does not include money withdrawn from my pension savings (except where the withdrawals are used directly for income in retirement).
- I held, throughout the financial year immediately preceding the date below, **net assets** to the value of **£250,000 or more**. Net assets for these purposes do **not** include:
 - (a) the property which is my primary residence or any money raised through a loan secured on that property; or
 - (b) any rights of mine under a qualifying contract of insurance; or
 - (c) any benefits (in the form of pensions or otherwise) which are payable on the termination of my service or on my death or retirement and to which I am (or my dependants are), or may be, entitled; or
 - (d) any withdrawals from my pension savings (except where the withdrawals are used directly for income in retirement).

I accept that this investment may expose me to a significant risk of losing all of the money invested. I am aware that it is open to me to seek advice from an authorised person who specialises in advising on non-readily realisable securities.

Capacity of signatory	Donor	<input type="checkbox"/>	Representative	<input type="checkbox"/>
Signature				
Date				

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Section 6 Verifying your identity

If you have selected to invest some or all of your investment for income AND are paying by bank transfer, please provide a copy of a recent bank statement. Whilst this copy does not need to be certified for this purpose, you may wish to have it certified so that it can be used as a proof of address if we are unable to verify your identity electronically (see below).

We will also need sight of the original Power of Attorney document or be provided with a first generation copy, certified on every page.

To assist us with meeting our anti-money laundering obligations, both we and our Custodian will verify the identities of the donor and representative electronically, via a Credit Reference Agency. If both we and our Custodian are able to do this, no further documentation will be required.

If either we or our Custodian are unable to verify either of your identities electronically, we will ask you to provide **ONE ITEM FROM LIST A** (proof of identity) AND **ONE ITEM FROM LIST B** (proof of address) for which ever party it is needed.

Any documents provided should be a first-generation copy, certified by an FCA authorised person, a solicitor, an accountant (chartered or certified) or a bank official.

Alternatively, we can accept a Financial Adviser's "Confirmation of Verification of Identity" form as proof of identification, as long as it meets our and our Custodian's requirements. A template is available upon request.

LIST

A

- A certified copy of your current passport, driving license or a national ID card, making sure the photograph is clear.

LIST

B

Please provide one of the following documents:

- A utility bill (not a mobile phone bill) dated within the last 3 months;
- A council tax bill for the current year;
- A personal bank statement dated within the last 3 months (but not a "screenshot" from online banking); or
- Your current driving license (as long as it is not being used as proof of identity from list A)

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Section 7

For completion by your financial adviser

Please ask your financial adviser to complete this if they have advised you to make this investment.

Title and full name of Adviser

Advising firm

Address

Postcode

Email address

Telephone No.

FCA No.

If a fee is to be paid to the adviser, please provide the advising firm's bank details:

Name of bank

Address of bank

Sort Code

Account (in the name of)*

Account No.

***This must match the name recorded by the firm's bank.**

I hereby Certify that we have undertaken an assessment, which we consider accurately reflects the Investor's expertise, experience, knowledge, financial circumstances and objectives, and have reached the conclusion that the investment(s) applied for is/are suitable for them.

Signed by Adviser

Please see Section 8

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Section 8 Adviser access to our online portal

Adviser

The portal allows you to view clients' holdings and cash balances, as well as view and download statements, contract notes, EIS 3 Certificates and other correspondence. You will receive an automatic email informing you each time new information is made available for you to view.

The portal also enables us to share your client data with in a safe and secure manner in keeping with GDPR regulations. Access can be granted at three levels:

- **Global access**, giving access to all client data held for your firm
- **Adviser access**, giving access only to client data for clients registered to a particular adviser
- **Support access**, giving access only to client data for clients registered to specified advisers

To assist us with creating the correct login details and levels of access your firm requires, please would you arrange for the completion of the below fields continuing on to the next page if additional users are required. **Please Note:** If you already have access you do not need to complete this section.

Adviser Email	
Access Level	

Completion by Adviser

If you would like us to add additional users, please provide the information below. Please attach an additional sheet if required.

User 1

Name	
Position	
Contact Number	
Email Address	
Access Level	

User 2

Name	
Position	
Contact Number	
Email Address	
Access Level	

Access for Adviser and Users 1 & 2 Authorised By

Due to the potentially sensitive nature of the information that can be accessed, we need to ask that this is signed and authorised by a business owner.

Name	
Position	
Signature	
Date	

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For more information contact us at:

Registered Office: 9 The Parks,
Newton-Le-Willows, WA12 0JQ

T: 01942 271746

**E: clientteam@senecapartners.co.uk
senecapartners.co.uk**

Authorised and Regulated by the Financial
Conduct Authority
Representative Application Form
Version 2 March 2021

Please send completed applications to:

Woodside Corporate Services Limited
4th Floor
50 Mark Lane
London
EC3R 7QR

or email scanned copy to **applications@woodsidesecretaries.co.uk**